



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

DONALD L. WOLFE, Director

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ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

April 20, 2006

IN REPLY PLEASE

REFER TO FILE: **PM-3**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REFURBISHMENT OF ALHAMBRA HEADQUARTERS  
APPROVE APPROPRIATION ADJUSTMENT AND  
PROJECT BUDGET - CAPITAL PROJECT 88902  
SUPERVISORIAL DISTRICT 5  
4 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT  
YOUR BOARD, ACTING AS THE GOVERNING BODY OF THE LOS ANGELES  
COUNTY FLOOD CONTROL DISTRICT:**

1. Find Phase 3B of C.P. 88902, Refurbishment of the Department of Public Works Alhambra Headquarters, categorically exempt under the California Environmental Quality Act (CEQA) in accordance with Article 19, Section 15301 (a), and the Environmental Document Reporting Procedures and Guidelines, Appendix G, Class 1 (d), adopted by your Board on November 17, 1987.
2. Approve the enclosed \$280,000 Appropriation Adjustment (Enclosure B) to increase appropriation for C.P. 88902 in the Fiscal Year 2005-06 Flood Control District Capital Project Budget with no impact on net County cost.
3. Approve Phase 3B of C.P. 88902 for \$580,000 to refurbish and reconfigure portions of the Alhambra Headquarters, and Authorize the Director of Public Works to carry out the project.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Over the years, there have been numerous changes to the work units within the Alhambra Headquarters building to accommodate the expansion and consolidation of departmental programs in carrying out Public Works' mission and goals. These changes have resulted in workflow inefficiencies and service impacts to the public.

As part of a multi-phased, multi-year program to refurbish and configure a portion of the Alhambra Headquarters building, your Board approved design and implementation of Phases 1 and 2 in March 2001 and June 2002, respectively. Phases 1 and 2 have been completed. On March 18, 2003, your Board approved Phases 3 and 4, including consolidation of employees from multiple locations and refurbishment of the basement, ground, mezzanine, 2nd, 3rd, and 9th Floors. Phase 3 will be completed in August 2006. Phase 4 Refurbishment of Building and Safety and Land Development Divisions is being evaluated due to pending additional planning studies recently approved by your Board.

To continue moving forward with our refurbishment program and to comply with your Board's directive to establish offices for the Ombudsman and staff, we are requesting your Board's approval of Phase 3B, including construction, furniture, equipment, and project management services for a not-to-exceed amount of \$580,000. The additional project scope includes the establishment of office space for the Ombudsman and staff, relocation of Strategic Planning and Diversity sections, and relocation of Information Technology Software Development and Help Desk Sections next to their divisions. It also includes additional asbestos abatement and electrical capacity upgrade on the ground floor as part of Phase 3.

As funding becomes available in subsequent fiscal years, Public Works will return to your Board for approval of additional required refurbishment work to the Alhambra Headquarters building.

### **Implementation of Strategic Plan Goals**

These actions meet the County Strategic Plan Goals of Service Excellence by improving public access to our services, Workforce Excellence by creating a positive work environment for our employees and proper equipment and facilities for their assignments, and Organizational Effectiveness by consolidating divisions and operational functions on the same floor.

### **FISCAL IMPACT/FINANCING**

The estimated project budget for Phase 3B, including construction costs, project management services, furniture, fixtures, and equipment, is \$580,000. The Project Schedule and Budget Summary are included in Enclosure A.

A \$300,000 appropriation is included in the Fiscal Year 2005-06 Capital Projects/Refurbishment Budget under Flood Control District C.P. 88902, Refurbishment of the Public Works Alhambra Headquarters. The enclosed Appropriation Adjustment (Enclosure B) will transfer additional funding of \$280,000 from prior year cancelled commitments within the Flood Control District Fund to C.P. 88902.

The Flood Control District will partially recuperate this cost through a Rental Agreement with its tenant funds.

There will be no impact on net County cost.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Not applicable.

### **ENVIRONMENTAL DOCUMENTATION**

The project is categorically exempt under CEQA in accordance with Article 19, Section 15301 (a), and the Environmental Document Reporting Procedures and Guidelines, Appendix G, Class 1 (d), adopted by your Board on November 17, 1987, because the project provides for minor alteration of existing facilities.

### **CONTRACTING PROCESS**

The construction work will be primarily performed under an existing Board-approved Job Order Contract. New furniture systems, replacing carpet and window coverings, and fire alarm system upgrade will be purchased through existing County Agreement vendors or procured through an open bidding process by Public Works or Internal Services Department, as appropriate.

Public Works will evaluate and ensure that the successful bidder fully complies with the requirements of County Code Chapter 2.201 (Living Wage Program) and agrees to pay its full-time employees providing County services a living wage.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

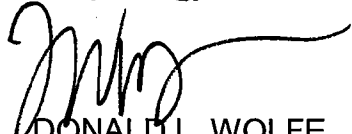
**IMPACT ON CURRENT SERVICES (OR PROJECTS)**


This work will make the Public Works Alhambra Headquarters building more operationally efficient and provide improved services to the public.

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Project Division) and Public Works.

Respectfully submitted,

  
for DONALD L. WOLFE  
Director of Public Works

  
DAVID E. JANSSEN  
Chief Administrative Officer

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Enc. 2

cc: Auditor-Controller  
County Counsel  
Internal Services Department

April 20, 2006

**ENCLOSURE A**

**REFURBISHMENT OF ALHAMBRA HEADQUARTERS  
APPROVE APPROPRIATION ADJUSTMENT  
AND PROJECT BUDGET**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Program	02/16/06*
Design	
Construction Document	05/19/06
Jurisdictional Approval	05/25/06
Construction Award	06/19/06
Construction	
Substantial Completion	08/23/06
Acceptance	08/28/06
Post Construction	09/20/06

\*Indicates completed activities

## II. PROJECT BUDGET SUMMARY

Budget Category	Phase 3 Project Budget	Phase 3B Impact of this Action	Phase 3 and 3B Revised Proposed Budget
Land Acquisition	0	0	0
Construction			
a) Construction	\$ 917,500	\$ 249,100	\$ 1,166,600
b) Change Orders	<u>\$ 100,000</u>	<u>\$ 64,900*</u>	<u>\$ 164,900</u>
Subtotal	\$ 1,017,500	\$ 314,000	\$ 1,331,500
Equipment	0	0	0
Plans and Specifications	\$ 248,000	\$ 23,000	\$ 271,000
Consultant Services	0	\$ 10,000	\$ 10,000
Miscellaneous Expenditures			
a) Blueprint/Reproduction Services	0	\$ 4,000	\$ 4,000
b) Legal Advertisement	0	\$ 1,000	\$ 1,000
c) FFE	\$ 1,113,000	\$ 101,000	\$ 1,214,000
d) Carpet	<u>\$ 135,000</u>		<u>\$ 135,000</u>
Subtotal	\$ 1,248,000	\$ 106,000	\$ 1,354,000
Jurisdictional Reviews and Plan Check	0	\$ 5,000	\$ 5,000
County Services	\$ 134,500	\$ 122,000	\$ 256,500
<b>TOTAL</b>	<b>\$2,648,000</b>	<b>\$ 580,000</b>	<b>\$ 3,228,000</b>

\* Includes \$40,000 for additional cost of asbestos abatement and electrical design changes

## REQUEST FOR APPROPRIATION ADJUSTMENT

NO. 690

DEPARTMENT OF PUBLIC WORKS

April 6, 2006

## AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR

## ACTION:

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

**FISCAL YEAR 2005-06**  
**4-VOTE BUDGET ADJUSTMENT**

SOURCES

Department of Public Works  
 Flood Control District Fund  
 Appropriation for Contingency - Cancelled Commitments  
 B07 - 3306 - \$280,000

USES

Department of Public Works  
 Flood Control District Fund  
 Fixed Asset - Building and Improvement  
 B07 - CP - 88902 - 6014 - \$280,000


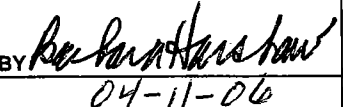
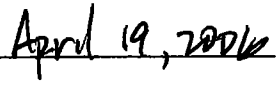
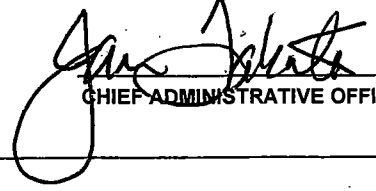
JUSTIFICATION

The adjustment is necessary to fund Phase 3B of the Refurbishment of Alhambra Headquarters Capital Project as per attached Board Letter.

(Control No. 06-184)

  
 DONALD L. WOLFE, Director

## CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR--	ACTION	APPROVED AS REQUESTED	AS REVISED
 RECOMMENDATION	 BY <u>Barbara Hershaw</u> NO. <u>314</u> <u>04-11-06</u>	 April 19, 2006	 CHIEF ADMINISTRATIVE OFFICER
AUDITOR-CONTROLLER BY <u>Barbara Hershaw</u> NO. <u>314</u> <u>04-11-06</u>		APPROVED (AS REVISED): BOARD OF SUPERVISORS BY <u>[Signature]</u> DEPUTY COUNTY CLERK	